

# Data Protection Policy 1<sup>st</sup> Upper Dearne Valley Navigators

## Basic Handling of Data

- We do not pass any membership details to any third party – but HMRC do require some details for Gift Aid Claims – this only affects those who agree to Gift aid
- We only hold the basic minimum of contact details as requested on the membership form
- Youth Membership details are deleted six years after a youth member has left the Group
- Adult membership details are archived for future reference and Safeguarding purposes
- We do not publish images with personal details without the specific written consent of the subject subject's parent or guardian)
- Data collected on Health Forms is only retained for the duration of the activity and is then securely destroyed (unless there is a need for its retention due to an incident where the Health Form may constitute evidence)
  - Data on Health Forms may be shared within the Leadership team to ensure that any safety requirements are understood.

## Data Collection and Storage

Data is collected in paper format and held by the Group Leader (Ewan Scott), or his successor. Paper records are transferred to an Excell spreadsheet on a protected computer. The paper records are retained in a separate folder as they contain evidence of parental permission to attend and agreement to pay subscriptions.

A print out of contacts is kept, along with the register, in order that parents can be contacted in an emergency. The register and contact list are only available to the Leaders on a meeting night and in the event of the need to contact parents. The contact list is in all other cases retained by the Group Leader.

A paper based contact list is preferred over a Cloud-based file, as we cannot be guaranteed access to a Cloud/ Dropbox file at the times we may need the contact details.